

July 1, 1999

## **CLASS SPECIFICATION**

### **SAN DIEGO CITY CIVIL SERVICE COMMISSION**

#### **COMMUNITY DEVELOPMENT SPECIALIST I**

##### **DEFINITION:**

Under general supervision, to make community development studies of average difficulty; to carry out special community program assignments; and to perform related work.

##### **\* EXAMPLES OF DUTIES:**

- Conducts studies to obtain and evaluate information affecting community development programs;
- Assists in the development of medium size projects for implementation;
- Acts as liaison between staff and the community on specific phases of community development programs;
- Assists in the formulation of community development plans programs;
- Analyzes and makes progress reports on community development programs;
- Recommends survey standards and leads work of data collectors on information projects;
- Performs special studies.

##### **MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

A Bachelor's degree or equivalent education (minimum completed college units equal to 120 semester/180 quarter); **OR** successful completion of 60 semester/90 quarter units, **AND** two years of subprofessional administrative, budgetary, or personnel work;

**AND** one year of professional experience in community development, rehabilitation, relocation, redevelopment, federally assisted housing programs, property conservation, or administrative analysis. Additional experience as listed above may be substituted for education lacked on a year-for-year basis.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.